



COMPREHENSIVE GUIDE PLAN AMENDMENT APPLICATION

CASE NUMBER _____ DATE _____

FEE PAID _____

City of Edina Planning Department * www.cityofedina.com
4801 West Fiftieth Street * Edina, MN 55424 * (952) 826-0369 * fax (952) 826-0389

FEE: \$500.00

APPLICANT:

NAME: _____ (Signature required on back page)

ADDRESS: _____ PHONE: _____

EMAIL: _____

PROPERTY OWNER:

NAME: _____ (Signature required on back page)

ADDRESS: _____ PHONE: _____

LEGAL DESCRIPTION OF PROPERTY (written and electronic form):

PROPERTY ADDRESS:

Current guide plan designation: _____

Proposed guide plan designation:

For the purpose of:

Detailed Requirements: Unless waived by the Planning Department, you must complete all of the following items with this application. An incomplete application will not be accepted.

- ___ Application fee (not refundable). Make check payable to "City of Edina."
- ___ Concept Plan plus **one 8½" x 11" reduction** - Include any of the following items that are applicable:
 - a. proposed type(s) of land use
 - b. number of residential dwelling units
 - c. proposed density
 - d. proposed square footage of commercial, office, industrial, and/or public buildings
 - e. general building footprints, size and dimensions
 - f. parking areas
 - g. wetlands or floodplain areas
 - h. ingress and egress points

All drawings must be to scale with pertinent dimensions shown. Fold jumbo plans in sets no larger than 8 ½" by 14" and with the print side facing out. Unused plans may be picked up at the planning office within ten days after final action by the city council.

- ___ A written statement that describes the intended use of the property and why the city should approve your request. In addition, please respond to the following criteria used by the city in reviewing land use plan changes:

GUIDELINES AND PLAN APPLICATION INFORMATION:

The City of Edina Planning Department encourages healthy development within the city of Edina. Although this document is meant to serve as a guide for the application process for development through the Planning Department it is by no means comprehensive. The Planning Staff recommend that you schedule a meeting to answer any questions or to discuss issues that may accompany your project. It is much easier to tackle problems early on in the process. The office number for the Planning Staff is (952) 826-0465.

Application: Applications are submitted to the Planning Department. Offices are open Monday through Friday, 8 AM to 4:30 PM.

Notice of Public Hearing: Notice of the Planning Commission and City Council hearing is mailed to all property owners (of record at City Hall) that are located within 500 feet of the site. Notice is mailed ten (10) days prior to the hearing. You are encouraged to contact adjacent or close owners and advise them of your proposal prior to the Planning Commission meeting.

Meetings and Public Hearings: Applications are first considered by the Planning Commission at their regular monthly meeting (Wednesday prior to the first Tuesday of each month.) The Commission holds a public hearing and adopts a recommendation which is forwarded to the City Council for consideration. Applications for Rezoning require two hearings – preliminary and final – before both the Planning Commission and City Council. A 3/5th favorable vote is required for approval. A 4/5th favorable vote is required for residential rezoning.

Staff Report/Recommendation: Staff prepares a report and recommendation and sends it along with the application materials to the Commission in advance of the meeting. All plans, emails and written information are public information, which may be used in the staff report and distributed to the public. The planning commission will make a recommendation to the city council.

Legal Fee: It is the policy of the City to charge applicants for the actual cost billed by our attorneys for all legal work associated with the application. An itemized bill will be provided which is due and payable within thirty (30) days.

APPLICANT'S STATEMENT

This application should be processed in my name, and I am the party whom the City should contact about this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the City by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other City approvals that have been granted to me for any matter.

I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

Applicant's Signature**Date****OWNER'S STATEMENT**

I am the fee title owner of the above described property, and I agree to this application.

(If a corporation or partnership is the fee title holder, attach a resolution authorizing this application on behalf of the board of directors or partnership.)

Owner's Signature**Date**

Note. Both signatures are required (if the owner is different than the applicant) before we can process the application, otherwise it is considered incomplete.